



2015-2017 Pre-Apprenticeship & Supportive Services (PASS) Grant PROGRAM GUIDELINES

Program Overview	3
Legislation	3
Intended purposes of the Pre-Apprenticeship Supportive Services Grant	3
Funding priorities of the Pre-Apprenticeship Supportive Services Grant	3
Populations to be served under the Pre-Apprenticeship Supportive Services Grant	3
Coordination and partnering	3
Eligibility	3
Grant awards	4
Participants roles and responsibilities	4
PASS Grant Applicant/Recipient Responsibilities	4
Fatal flaw policy	5
General application instructions	5
Steps to completing the application	6
Concept Paper	6
What happens next	6
Required documents to submit with the application	6

Program Overview

The Pre-Apprenticeship & Supportive Services Grant Program provides funding for defined supportive services and pre-apprenticeship training for females, minorities and socially and economically disadvantaged individuals. The goal of this program is to create diversity in the highway construction workforce and to create pathways into apprenticeship of the highway construction trades.

\$750,000 is available during the 2015-17 biennium to fund the program. The application process is competitive, with awards made based on funding priority. Applications submitted after the deadline will be evaluated based on priority and funding availability.

Complete application information and deadlines for submission can be found at <http://www.wsdot.wa.gov/EqualOpportunity/Training/PASS.htm>.

Legislation

ESSB 5863 – Highway Construction Workforce Development bill provides support for WSDOT to allocate funding for pre-apprenticeship preparation and supportive services in the form of:

- Pre-apprenticeship training through programs approved by the WSATC.
- Supportive services which includes preparation for entry into pre-apprenticeship programs, assistance with safety equipment, childcare assistance and job retention services. Complete bill language can be found [here](#).

Intended Purposes of the Pre-Apprenticeship Supportive Services Grant

- Provide pre-apprenticeship and trade specific training to females, minorities and other socially and economically disadvantaged individuals to prepare them for entry into the highway construction trades.
- Provide training programs where none currently exist or increase capacity in existing programs.
- Develop and sustain partnerships with community organizations and utilize resources available to develop ongoing, sustainable long term programs and services.
- Target areas of high unemployment, underemployment, priority zip codes and populations of minorities, females and socially and economically disadvantaged individuals to educate them about opportunities in the highway construction industry and provide pathways into training programs.
- Provide comprehensive recruitment and screening services to those showing interest and aptitude for highway construction related trades.
- Provide supportive services and job placement assistance and mentoring, either upon completion of pre-apprenticeship training programs, or as part of a supportive services program, for up to one year after beginning work in the highway construction field.

All services are to be delivered utilizing high quality, experienced, certified and recognized service providers and subcontractors to deliver services.

Funding Priorities

Priority for funding will be given to projects that address the following needs:

- Serve areas with high concentrations of minorities, females and above average to high unemployment and/or priority zip codes.
- Create training opportunities in areas of the state where none currently exist.
- Coordinate with existing community partners and utilize other resources to create sustainable programs that will continue to serve the community.
- Provide post training counseling, mentoring and employment support to ensure pre-apprenticeship training graduates are entering the construction trades and remaining employed in the trades.
- Partner with employer organizations that can facilitate employment opportunities for program graduates, and provide other advantages that can create better employment opportunities.
- Create innovative methods and sustained partnerships to address the needs of training and supportive services programs to meet the needs of upcoming highway construction workforce shortages.

Populations to be served under the PASS Grant

The purpose of the PASS Grant Program is to increase diversity and retention in the highway construction workforce. Populations served with these funds must meet the following eligibility requirements:

- Be a female or minority.
- Be a United States Citizen or legal resident and be able to provide proper documentation.
- Provide proof of Washington State residency.
- Be able to pass industry required physical and drug screen (during training, prior to employment and during employment).
- Possess or be able to get a driver's license and insurance.

Coordination and Partnering

All PASS applicants are **required** to coordinate with federal, state and local (WorkSource, ESD, DSHS, DVR, etc.) assistance programs (BFET, TANF, etc.) to determine the eligibility of all program participants for existing services already provided by state and federal agencies. PASS applicants are strongly encouraged to partner with existing community organizations to coordinate and leverage resources to best support females, minorities and socially and economically disadvantaged individuals in preparation for entry into highway construction careers.

Grant priority is given to programs that show evidence and desire to partner with organizations and build programs that demonstrate the ability to provide services and create sustainable long term programs.

Priority is also given to projects that innovate and develop new solutions to outreach, training and supportive services.

Eligibility*

PASS Grant applicant organizations are required to have proper certifications, credentials, recognition and/or licensing in the area they wish to provide services for.

- Pre-apprenticeship training programs must be recognized by the Washington State Apprenticeship and Training Council (WSATC).
- Daycare providers utilized must meet all DSHS requirements for licensing and certification.
- All service providers must be licensed to operate and perform business in the State of Washington.

This is not an exhaustive list of providers and credentials, each service provider will be evaluated for proper qualifications and experience upon receipt of the application.

Apprenticeship Preparation Programs

In order to receive grant funding for pre-Apprenticeship/Apprenticeship training programs, the program must be recognized by the Washington State Apprenticeship and Training Council (WSATC). If your organization desires to establish a training program, program funding may be applied for if certain criteria are met.

For more information:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/WSATC/default.asp>

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/LawRulePol/default.asp>

Contact The Apprenticeship Section of Labor & Industries for more information:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/About/AppCoordinators/default.asp>

See ***Apprenticeship Preparation Program Guidance*** for more information and guidelines on qualification for funding.

Grant Awards

Grant awards amounts will vary, based on the scope and intent of each project and availability of funding. Each proposed project must declare the amount of funding requested and provide documentation to substantiate the request. Funding priority is based on:

- Meeting the requirements listed above under *Funding Priorities*.
- Project partnerships and long-term sustainability.
- Submitting all applications by the application deadline.

Applications received after the application deadline will be considered based on fund availability after initial project awards are made.

Participant Roles and Responsibilities

Washington State Department of Transportation (WSDOT)

1. General Responsibilities – WSDOT has oversight responsibilities for all aspects of the grant project. Duties will include grant application management, management of awards, setting of delivery timelines, compiling data collected from grant recipients in order to meet reporting requirements and any other grant related function.
2. Financial Responsibilities – WSDOT has fiscal responsibility for funds made available for the PASS grant program. Overseeing financial aspects of each grant award including managing quarterly invoicing requests and reports, verifying all information submitted for payment and ensuring all documentation is complete for the processing of payment.

PASS Grant Applicant/Recipient Responsibilities

1. Report accurate and truthful information on all application documents and all correspondence with WSDOT.
2. Active participation from the organization is expected in all areas of project implementation. The Grant Administrator for the organization receiving grant funds will be responsible for maintaining accurate detailed records on each individual any service is provided for, either through training or supportive services. Detailed records may include (but are not limited to) class attendance records, sign in sheets, documentation of receipt/denial of public services (childcare subsidy, other local, state or federal aid). All requirements for reporting must be met, including providing all requested information and submission by established deadlines to WSDOT.
3. Maintain detailed and accurate budget accounting records and detailed receipts and expenditures for all awarded grant funding. WSDOT reserves the right to request information regarding grant program funds and activities at any time.
4. Ensure that all awarded grant funds are spent strictly in the manner represented in the application. Grant funds are only to be used for activities expressly detailed in the grant application. Use of funds for purposes other than approved by WSDOT will result in revocation of the grant award and all funds expended will have to be returned to WSDOT.
5. Student/Participant Information – The PASS Grant Application is responsible for documenting individual eligibility to participate in the program. Documentation is defined as the following: proof of U.S. Citizenship or lawful permanent resident status; proof of physical address and residence in the State of Washington. Participants must be female or of minority status. Grant applicants must ensure that program participants meet the qualifications for residency (state and federal) and minority/female status, and that all participants are entering a highway construction related trade.

Fatal Flaw Policy

The PASS Grant application process will utilize a Fatal Flaw policy for this program. Applications containing fatal flaws will not be considered for funding. The following items are considered Fatal Flaws and will cause an application to be rejected:

- The project does not meet the requirements for funding priorities, does not serve minorities and females or does not support entry or define pathways into the highway construction trades and careers.
- The submitted application does not contain all required information and attachments.

- Grant Assurances are not signed and attached.
- The application is submitted after the deadline, or the application is incomplete.
- An application submitted without first submitting **and** receiving approval on the Concept Paper.
- Applications are not signed by the appropriate authority in the organization.
- Applications not properly submitted electronically.

General Application Instructions

- All application materials must be submitted electronically. Materials are available for download here: <http://www.wsdot.wa.gov/EqualOpportunity/Training/PASS.htm>.
- All forms should be typed and proofread to ensure accuracy, then **print, sign and scan** each piece of the application in its own separate document as it was downloaded (please do not send everything in one long PDF).
- Applications that are incomplete or incorrectly submitted will not be accepted.
- Paper applications will not be accepted.

All submissions must be submitted to OJTSSinfo@WSDOT.WA.GOV by the deadline.

Please do not hesitate to call if you have questions about the application process.

Steps to Completing the Application

Concept Paper

The concept paper **MUST** be submitted and approved prior to submission of the grant application. **Applications submitted without the concept paper first being submitted and approved will be rejected per the Fatal Flaw Policy.**

Please do not submit any other items with the concept paper.

Completely fill out, sign, print and email the concept paper to: OJTSSinfo@WSDOT.WA.GOV.

If you have questions as you are completing the concept paper, contact Malika Godo at 360-705-7083 or Amy Palo at 360-704-6314, or email OJTSSinfo@WSDOT.WA.GOV.

What Happens Next?

Organizations will be notified of the status of the concept paper within 5-7 business days of receipt. If the concept paper is approved, the organization should begin the application process immediately to ensure submission by the deadline.

Deadlines are posted here: <http://www.wsdot.wa.gov/EqualOpportunity/Training/PASS.htm>.

What are the required documents that must be submitted with the application?

For the application to be considered complete, it must contain the following documents:

- Application
- Fiscal Information Spreadsheet
- Signed Assurances
- Project Outcome Measures

Applications will be rejected per the Fatal Flaw policy if any of these documents are missing or incomplete.